



ADDENDUM #1
Cultural Responsiveness & Inclusion Strategic Plan
Boulder County Parks and Open Space Department
RFP # 7058-19

September 17, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7058-19, where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Does Boulder County require the review of surveys, focus groups and other data by an Institutional Review Board with respect to Human Subjects Activities? (This is sometimes required by some government agencies.)

ANSWER: Boulder County does not require the review of surveys, focus groups, and other data by an Institutional Review Board.

2. Question: How can we get information about current attendance/participation at Open Space properties? Is any demographic information available?

ANSWER: Information about current attendance and participation at open space properties can be obtained from various “visitor use” studies the department has conducted over the years. These can be found at: <https://www.bouldercounty.org/open-space/education/research/>. This site contains Parks and Open Space’s five year visitor studies (last one conducted in 2015), which provide some demographic information about park visitors.

3. Question: Can the contractor use any Open Space facilities for meetings for the purpose of consulting with community partners or members as part of the project?

ANSWER: Yes, the contractor can use Parks and Open Space facilities for this purpose.

4. Question: Has Boulder County Open Space conducted any surveys of the Latinx community or general community concerning public interest in or attitudes?

ANSWER: Surveys conducted by and for Parks and Open Space of the Latinx and other communities concerning public interests or attitudes can be found at: <https://www.bouldercounty.org/open-space/education/research/>

5. Question: Does Boulder County Parks and Open Space have meeting space for the vendor to use for interviews/focus groups/community discussions, or should we include it in our budget?

ANSWER: Boulder County Parks and Open Space has meeting space available for the vendor to use for interviews/focus groups/community discussion. This does not need to be included in the budget.

6. Question: Is the insurance requirement needed at the time of bid submittal, or when work begins?

ANSWER: The language on page 12 in the RFP states:

Note that the insurance amounts listed below are the minimum required for this project. Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.

Once a contractor is selected and a bid award is completed, the county will then contact the contractor and request the required insurance.

7. Question: What are the expectations for the timing of implementation for the plan?

ANSWER: As stated in the RFP, the anticipated timeline for the creation of the CRISP is 12 to 14 months. We want the contractor to have the time and flexibility in schedules and phasing necessary to create a plan that is effective and sustainable.

Implementation of the CRISP will occur as soon as possible. We anticipate the contractor will help the department “begin to create pathways to those communities and discover ways to build better, lasting relationships within the

communities” (page 4 of RFP), which Parks and Open Space sees as the first step in implementation of the plan.

8. Question: Where on the spectrum between innovation / creativity and best practices should the recommendations fall?

ANSWER: We are looking for practices that have been shown to be effective at engaging the Latinx community and are grounded in evidence, but we also want them to be innovative, emerging, and creative. Most importantly, they should be a good fit for our local community and our department and provide holistic and sustainable solutions.

9. Question: How much in-person engagement is the CRISP Working Group willing to do?

ANSWER: Members of the Working Group will make themselves available as much as possible for the creation of the CRISP based on their schedules and other job responsibilities. The contractor will be required to work closely with the Working Group throughout the entirety of the project, including coordinating and facilitating meetings.

10. Question: How does the Parks & Open Space department feel about this project? Is there much support?

ANSWER: The department, including the Director, is very supportive of the project and has placed it as a high strategic priority. In addition, equity and inclusion are a priority for the entire county (see Commissioner’s strategic priorities around equity and justice at <https://www.bouldercounty.org/departments/commissioners/strategic-priorities/>). However, awareness and understanding about the intent and goals of the CRISP and how it may influence each of our work varies amongst staff. This may require additional messaging from the contractor and Working Group throughout the process.

11. Question: Has Parks & Open Space already started outreach to Latinx community?

ANSWER: Although there have been efforts at a staff and division-level and by other county departments, Parks and Open Space has not officially started any

outreach as part of the CRISP effort. We anticipate the contractor will meet with staff to learn about any past or existing efforts, find out what has worked and what has not, and incorporate these lessons into the CRISP.

12. Question: Why is Parks and Open Space starting the strategic plan now?

ANSWER: Parks and Open Space has always strived to “provide the best in public service” and to engage and include all residents of Boulder County in a welcoming and open manner. However, we have also seen that participation and engagement in our many facets of public engagement have not always been representative of the demographics of the county.

In addition, over the past several years, the Board of County Commissioners has implemented efforts around cultural responsiveness and inclusion, including the creation of a *Cultural Responsiveness and Inclusion Road Map* and adding “Inclusion” to the county’s guiding values (for more information see <https://www.bouldercounty.org/government/about-boulder-county/vision-statement/>). Equity and justice are also part of the Commissioner’s strategic priorities (see <https://www.bouldercounty.org/departments/commissioners/strategic-priorities/>).

Although we have done some outreach and attempted to better understand the needs and desires of underserved communities over the last several years, we have not made the headway we desire. We have also come to realize that to do this work appropriately and make real changes we need outside assistance to help us meet the goals of the CRISP as outlined in the RFP.

13. Question: What does a successful plan look like? Would all divisions be involved?

ANSWER: The goal of the CRISP is to add a cultural responsiveness and inclusion lens to all that we do in our engagement with the public at Parks and Open Space. This means that the CRISP will influence the work and social impacts of each of the nine divisions within the department and help each staff member find meaningful and effective ways to be more culturally responsive and inclusive of all community members. To do this, we anticipate the contractor will help us fine tune the vision of the work, set achievable and sustainable objectives and implementation plans, and create appropriate measures of what success can and should look like.

14. Question: Are there currently bilingual and bicultural staff that could help support this plan?

ANSWER: No one on staff is assigned this role at this time.

15. Question: Is seeking external development processes, such as grants, a possibility?

ANSWER: Yes.

16. Question: Should the plan look outside the Latinx community?

ANSWER: Parks and Open Space wants to engage and include all residents of Boulder County in a welcoming and open manner. However, to help focus our efforts and to increase the likelihood of success, we have decided to focus at this time on the Latinx community.

The Latinx community makes up a large percentage of the population (14% county-wide, <https://www.census.gov/quickfacts/bouldercountycolorado>), but, based on studies and observations, has not historically been as engaged with the department as other groups within the county. For example, the 2015 *Five Year Visitor Use Study* showed only 5% of open space visitors identified themselves as Hispanic or Latino (<https://assets.bouldercounty.org/wp-content/uploads/2017/03/visitor-study-2015.pdf>).

We also realize that a person's intersecting identities (i.e. the intersectionality of race, ethnicity, age, gender, socio-economics, etc.) will play a significant role in the findings of the CRISP. By recognizing and incorporating these intersectionalities into the results, we also feel this effort will better serve all members of the community.

Finally, as stated in the RFP, "we anticipate the recommendations and results of the CRISP will have larger effects across the entire community by serving as a model for future efforts to increase the department's engagement with other underserved groups in Boulder County."

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on September 25, 2019.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 50MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7058-19** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP #7058-19**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

September 17, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7058-19, Cultural Responsiveness & Inclusion Strategic Plan for the Boulder County Parks and Open Space Department.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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